

Annapolis Environmental Stewardship Certification Workbook for Restaurants



Honorable Mayor Joshua J. Cohen
Department of Neighborhood and Environmental Programs
Maria Broadbent, Director

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Annapolis Environmental Stewardship Certification for Restaurants (Food Handling Establishments)



Stewardship: the careful and responsible management of something entrusted to one's care

BECOME AN ANNAPOLIS ENVIRONMENTAL STEWARD CERTIFIED BUSINESS AND RECEIVE THESE BENEFITS:

- Annapolis Environmental Stewardship Certification certificate and window decal to display at your property.
- Use of the Annapolis Environmental Stewardship Certification logo for advertising for the duration of your certification.
- A listing on the Sustainable Annapolis, Downtown Annapolis Partnership and other city websites.
- **FREE** on-going technical assistance from the Annapolis Department of Neighborhood and Environmental Programs to help you and your employees learn and implement environmental best practices.



Partners in the Annapolis Environmental Stewardship Certification Program:

Annapolis Department of Neighborhood and Environmental Programs
Downtown Annapolis Partnership
Annapolis & Anne Arundel County Conference and Visitors Bureau

How the program works:

1. Complete the Food Handling Establishment Certification Workbook by checking off all of the initiatives that your business is currently undertaking. If you need assistance filling out the workbook, please call the Department of Neighborhood and Environmental Programs at (410) 263-7946. Please see contact information below.

Please understand that it is not necessary to complete all of the items in the workbook to become a Certified Annapolis Environmental Steward. The workbook is a comprehensive list of the many different ways to generate points. Employing all of the initiatives in this workbook is unrealistic, so please use the ones that you have not yet implemented as recommendations.

2. Calculate your estimated score by adding up all of the checked boxes.
3. **Send completed workbook to the Department of Neighborhood and Environmental Programs:**

**City of Annapolis
Department of Neighborhood and Environmental Programs
160 Duke of Gloucester Street
Annapolis, Maryland 21401**

Telephone: (410) 263-7946
Contacts: Maria Broadbent Ext. 7788
Rob Savidge Ext. 7835

4. Your workbook will be reviewed by the Department of Neighborhood and Environmental Programs. **There is no charge to participate in this program.**

First time participants need to have 100 points to receive certification as an Annapolis Environmental Steward. FREE technical assistance is available from the Department of Neighborhood and Environmental Programs to help any business achieve more points, regardless of point total. Wherever possible, low cost recommendations will be given to help businesses achieve more points.

Businesses not able to meet the initial 100 point necessary for certification may reapply at any time.

Certifications are valid for two years from the date of award. To recertify after the initial two years, businesses must receive 130 points there after. The most current workbook available must be used to recertify. Recertification is valid for two years.

5. Upon final scoring of the workbook, we will meet with you to verify your score and to offer some advice about recommendations to increase your score. An official notice of certification will allow you to display the Sustainable Annapolis Environmental Steward logo.

Annapolis Environmental Stewardship Certification Workbook for Restaurants and other Food Handling Establishments

**700+ total available points
Only 100 points necessary for initial certification**

Business name: _____

Facility name (if different): _____

Address: _____

Contact person: _____

Telephone number: _____

E-mail Address _____

Telephone Number: _____

Seating Capacity: _____

SECTION 1: ADMINISTRATIVE

<p>✓ Adopted and display an environmental policy. Environmental Policies are a great way to let your employees, customers and vendors know what your environmental priorities are. An environmental policy, signed by the company's top management, should be furnished to all new employees. Environmental Policies typically contain commitments to continual improvement, prevention of pollution and compliance with environmental regulations.</p> <ul style="list-style-type: none"> • <i>Attach a copy of the written environmental policy.</i> • <i>Describe the location where it is displayed and made visible to employees and customers:</i> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	<input type="checkbox"/> 10 Points
<p>✓ Created an environmental team/ task force which meets at least quarterly to identify and monitor environmental initiatives. Establish baseline measures before implementing changes and then share results with employees and customers. Assess your establishment's carbon footprint by using an online calculator. There is a carbon calculator on www.SustainableAnnapolis.com. If you need assistance, call the Department of Neighborhood and Environmental Programs. <i>Attach meeting dates and attendees for past 3 meetings.</i> Make use of Maryland Department of The Environment's free on-site assistance program in identifying pollution prevention opportunities: http://www.mde.maryland.gov/BusinessInfoCenter/PollutionPrevention/technical/onsite.asp</p>	<input type="checkbox"/> 5 Points
<p>✓ Participate in or sponsor voluntary environmental restoration projects or other community efforts to reduce environmental impacts. For help in finding an organization, please contact our office for assistance.</p>	<input type="checkbox"/> 5 Points
<p>✓ Property uses printing and writing papers (e.g., letterhead, stationary, copy paper, envelopes, invoices, business forms, etc.) that contain a minimum of 30% post-consumer recycled content <u>OR</u> tree-free fiber content. <i>Attach description from packaging and brand</i></p>	<input type="checkbox"/> 3 Points
<p>✓ Machines default settings are programmed to photocopy and print on both sides automatically, with single sided print being optional. Eliminate paperwork by switching to electronic format. This saves paper.</p>	<input type="checkbox"/> 3 Points
<p>✓ Ink jet cartridges, cell phones are recycled <u>OR</u> reused. Recycling bags can be found at City Hall and mailed at no charge. Some ink jet cartridges can be refilled, and cell phones can be donated to charities that give phones to victim's services agencies. <i>Describe method used :</i> _____</p>	<input type="checkbox"/> 2 Points
<p>✓ Laser toner cartridges, computer disks, CDs are recycled. Type in "recycle laser toner" in a search engine and find many charities that provide free recycling.</p>	<input type="checkbox"/> 1 Point
Section 1: Administrative Category point total: _____	

SECTION 2: KITCHEN

FOOD:

✓ Purchase food grown on local farms as much as possible.

Purchasing products locally has many benefits to the environment and the consumer: Less fossil fuel is expended towards packaging and transporting local food; It supports the local economy – more money goes to the farmer instead of suppliers, processors, and marketers; It is healthier – processing and preservatives are not important as the food does not have to travel far; It is more honest – since the source is local, we know how the food is grown/produced. (source: www.vermontlocalvore.org)

Organic products sold in the US are those that were grown using the USDA's standards of "organic". Organic crops do not use synthetic pesticides or genetically-modified organisms, nor do they use synthetic fertilizer. Purchasing organic produce and grains reduces the chemical impact on the Chesapeake Bay, and reduces chemical reactions within the human population. The organic industry uses organic feed for their animals and avoids potentially harmful growth hormones and antibiotics commonly used in the conventional industry to make more (not necessarily better quality) meat, eggs, milk, etc. (sources: www.usda.gov, www.organic.org) For a free listing of Maryland-grown farm products, see the University of Maryland's Food Trader website at www.foodtrader.org.

Note: Organic certification refers to meeting the standards in place in the USDA National Organic Program

✓ Percentage of our fruits, vegetables and beans:

coming from farms within a 100 mile radius

76%-100%

51%-75%

25%-50%

coming from farms within a 300 mile radius

76%-100%

51%-75%

25%-50%

carrying organic certification

76%-100%

51%-75%

25%-50%

☐ 10 Points

☐ 4 Points

☐ 2 Points

☐ 5 Points

☐ 3 Points

☐ 1 Point

☐ 10 Points

☐ 7 Points

☐ 5 Points

FOOD (continued):	
<p>✓ Percentage of our milk, cheese, or other dairy products:</p> <p> coming from farms within a 100 mile radius</p> <p> 76%-100%</p> <p> 51%-75%</p> <p> 25%-50%</p> <p> coming from farms within a 300 mile radius</p> <p> 76%-100%</p> <p> 51%-75%</p> <p> 25%-50%</p> <p> carrying organic certification</p> <p> 76%-100%</p> <p> 51%-75%</p> <p> 25%-50%</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 4 Points</p> <p><input type="checkbox"/> 2 Points</p> <p><input type="checkbox"/> 5 Points</p> <p><input type="checkbox"/> 3 Points</p> <p><input type="checkbox"/> 1 Point</p> <p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 7 Points</p> <p><input type="checkbox"/> 5 Point</p>
<p>✓ We support Annapolis bakeries by purchasing their baked goods (including dinner rolls) to sell in our establishment.</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Bakeries: Percentage of our grains, flour, or other raw baking materials:</p> <p> coming from farms within a 100 mile radius</p> <p> 76%-100%</p> <p> 51%-75%</p> <p> 25%-50%</p> <p> coming from farms within a 300 mile radius</p> <p> 76%-100%</p> <p> 51%-75%</p> <p> 25%-50%</p> <p> carrying organic certification</p> <p> 76%-100%</p> <p> 51%-75%</p> <p> 25%-50%</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 4 Points</p> <p><input type="checkbox"/> 2 Points</p> <p><input type="checkbox"/> 5 Points</p> <p><input type="checkbox"/> 3 Points</p> <p><input type="checkbox"/> 1 Point</p> <p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 7 Points</p> <p><input type="checkbox"/> 5 Point</p>

FOOD (continued):	
<p>✓ Percentage of your eggs, chicken, beef, pork and other meats:</p> <p>coming from farms within a 100 mile radius</p> <p>76%-100%</p> <p>51%-75%</p> <p>25%-50%</p> <p>coming from farms within a 300 mile radius</p> <p>76%-100%</p> <p>51%-75%</p> <p>25%-50%</p> <p>carrying organic certification</p> <p>76%-100%</p> <p>51%-75%</p> <p>25%-50%</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 4 Points</p> <p><input type="checkbox"/> 2 Points</p> <p><input type="checkbox"/> 5 Points</p> <p><input type="checkbox"/> 3 Points</p> <p><input type="checkbox"/> 1 Point</p> <p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 7 Points</p> <p><input type="checkbox"/> 5 Point</p>
<p>✓ We support Maryland wineries, distilleries, and breweries by purchasing their products to sell in our establishment.</p> <p>http://www.marylandwine.com/mwa/wineries/index.shtml</p> <p>http://marylandbeer.org/default.asp?ild=HILHG</p>	<p><input type="checkbox"/> 2 Points</p>
<p>✓ Percentage of our seafood aligns with sustainable seafood recommendations from the Monterey Bay Aquarium (Seafood Watch), Blue Ocean Institute, or other sustainable seafood programs</p> <p>Sustainable fishing allows the consumer to purchase seafood from sources, either fished or farmed, that can exist over the long-term without compromising species' survival or the health of the surrounding ecosystem. (source: www.montereybayaquarium.org) For more information, visit: http://www.montereybayaquarium.org/cr/SeafoodWatch/web/sfw_factsheet.aspx http://www.blueocean.org/seafood/seafood-guide</p> <p>Seafood can be purchased through fisheries certified to the Marine Stewardship Council standard for sustainable fishing: http://www.msc.org/where-to-buy/find-a-supplier/united-states</p> <p>76%-100%</p> <p>51%-75%</p> <p>25%-50%</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 7 Points</p> <p><input type="checkbox"/> 5 Point</p>

FOOD (continued):	
<p>✓ Percentage of salmon that is wild (vs. farm raised)</p> <p>Farm raised salmon has ten times the amount of dioxins and polychlorinated biphenyls (carcinogens) than their wild-caught counterparts. Wild salmon bear less environmental stress because they are not concentrated in a small area that has hazardous nitrogen levels and do not transfer diseases as rapidly as farmed salmon. Most Atlantic salmon is farm-raised. The best choice is wild Alaskan salmon while good alternatives are wild salmon from Washington, Oregon, and California. (sources: www.atsdr.cdc.gov, www.sierraclub.org, www.montereybayaquarium.org, www.seafoodwatch.org)</p> <p style="text-align: center;"> 76%-100% 51%-75% 25%-50% </p>	<p> <input type="checkbox"/> 5 Point <input type="checkbox"/> 3 Points <input type="checkbox"/> 1 Points </p>
<p>✓ Sustainable seafood from Atlantic U.S. waters is prioritized.</p> <p>While sustainable fishing is very important, buying sustainable seafood closer to where you live aids in other environmental initiatives. The product does not need to travel as far, which reduces fossil fuel emissions and the need for preservatives and excess packaging.</p>	<p><input type="checkbox"/> 3 Points</p>
<p>✓ We incorporate a “Heart Smart” food section into our menu. To qualify to use the “Heart Smart” logo, each of the menu items must fit at least <u>two</u> of the following criteria established by the American Heart Association (AHA):</p> <ul style="list-style-type: none"> • low in fat (each serving should have 3 g or less) • low in saturated (animal) fats (each serving should have 1g or less) • low in sodium (each serving should have 480mg or less) <p>high in nutrient content - This can be achieved by combining 3 or more food groups in one meal (fruits, vegetables, whole grains, low-fat dairy, lean meat)</p>	<p><input type="checkbox"/> 3 Points</p>
<p>✓ We grow our own herbs and flowers for use in the kitchen.</p> <p>If growing plants in the kitchen, make sure to place the plants in areas that will not allow cross-contamination.</p> <p style="text-align: center;"> 76%-100% 51%-75% 25%-50% </p>	<p> <input type="checkbox"/> 10 Points <input type="checkbox"/> 3 Points <input type="checkbox"/> 1 Points </p>
Food Sub-Category Point Total	

OTHER KITCHEN INITIATIVES:	
<p>✓ Installed a wastewater grease recovery system. Don't discharge grease over the limit of 100mg/liter (To get points, you must not have had an oil & grease limit violation within the past year).</p> <p>★<i>Note: Annapolis City Code Chapter 16.16.140 states: "No user shall discharge pollutants having a strength significantly higher than domestic sewage; that is having: fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 mg/l.</i></p>	<input type="checkbox"/> 5 Points
<p>✓ Send waste cooking oil and grease for reuse to a recycling facility. Please provide documentation with application. Visit MD Recycles for businesses http://www.mdrecycles.org/recyclingDirectory.asp?sec=sevicesUnused</p>	<input type="checkbox"/> 5 Points
<p>✓ Established a program to compost kitchen wastes for use as soil amendment in gardens or for farm animal feed.</p> <p>"Composting offers the obvious benefits of resource efficiency and creating a useful product from organic waste that would otherwise have been landfilled." (source: www.epa.gov) For more information on composting, please visit http://www.epa.gov/osw/conserves/rrr/composting/</p>	<input type="checkbox"/> 5 Points
<p>✓ Leftover food is provided to food pantries/soup kitchens.</p> <p>http://www.aaceoc.com/anne_arundel_county_emergency_fo.htm</p>	<input type="checkbox"/> 5 Points
<p>✓ Use recyclable plastic or paper containers for take-out orders <u>instead</u> of Styrofoam. Use only plastic containers made from renewable sources such as corn starch or cellulose. Reduce the amount of plastic containers and utensils, except where absolutely necessary. Paper cups are preferred over plastic.</p> <p>Styrofoam is neither biodegradable nor recyclable, so choosing recyclable materials is a key component in becoming an Environmental Steward. See www.coopamerica.org for information about environmentally friendly takeout orders.</p>	<input type="checkbox"/> 5 Points
<p>✓ Do not distribute or use plastic bags. Use paper bags or encourage customers to use bags of their own.</p> <p>★<i>Note: Annapolis City Code Chapter 2.48.350 E establishes a goal of a forty percent reduction in the use of plastic and paper checkout bags in large retail chain stores by May 31, 2009.</i></p>	<input type="checkbox"/> 5 Points
<p>✓ Restaurants with drive-thru lanes: We encourage customers to stop idling their cars while waiting for service.</p> <p>Idling a car for more than 10 seconds burns more fuel than stopping and restarting the car. Idling also releases toxic fumes like sulfur oxides, ground-level ozone, and nitrogen oxides which are detrimental to human health. (sources: www.drivewiser.ca, www.nrdc.org)</p>	<input type="checkbox"/> 5 Points

OTHER KITCHEN INITIATIVES (continued):

✓ **Use cleaners and detergents that are biodegradable, do not contain NTA (nitrilotriacetic acid), and do not contain chlorine bleach or phosphates.** (up to 10 points depending on use throughout property). NTA is a known human carcinogen. Phosphates in detergents contribute to the production of algal blooms which have a detrimental effect on the health of the Chesapeake Bay. (source: www.ntp.niehs.nih.gov/) Emulsifiers and degreasers are not to be used.

★ *Note: Annapolis City Code 2.48.350 states: "...all surfactants shall meet EPA standards as "readily biodegradable." No detergents shall contain phosphates, " and "Where available, no janitorial cleaning or disinfecting products shall contain ingredients that are identified by United States Environmental Protection Agency or the National Institute for Occupational Safety and Health as carcinogens, mutagens, or teratogens."*

Code 2.48.350 is the standard for city-owned assets. Please follow our lead.

★ *Note: Code of Maryland Regulations 10.15.03 states*

"When sanitizer is used for the manual sanitization of food contact surfaces of equipment and utensils:

(A) The minimum level of sanitizer provided is:

- (1) 50 parts per million (ppm) chlorine with a minimum water temperature of 75°F and a minimum contact time of 7 seconds; or*
- (2) 12.5-25 ppm iodine with a minimum water temperature of 75°F and a minimum contact time of 30 seconds; or*
- (3) The concentration indicated on the manufacturer's label with a minimum contact time of 30 second of quaternary ammonium compound.*

(B) A test kit of other device that accurately measures concentration of the sanitizer in parts per million is provided and used to check that the minimum level of sanitizer is accurate"

Describe which product brands are used and for which purpose.

glass cleaner: _____

floor cleaner: _____

bathroom cleaner: _____

counter top cleaner: _____

laundry soap: _____

other: _____

☐ **2 Points**

☐ **2 Points**

☐ **2 Points**

☐ **2 Points**

☐ **2 Points**

☐ **Points**

Negotiable

Facts and Resources

- Institutional users report that, in general, green cleaners are cost competitive and perform just as well as their conventional counterparts
- Social and environmental benefits can be gained by switching to green cleaners; for example, using products certified by Green Seal <http://www.greenseal.org/> or products certified “Designed for the Environment” (DfE) by the EPA <http://www.epa.gov/dfe/pubs/projects/formulat/label.htm>
- Using green cleaning chemicals can actually produce additional savings when other benefits are taken into account. Switching to green cleaners, for example, can help reduce the more than \$75 million a year U.S. institutions spend to address the chemical-related injuries of custodial workers
- Use a Material Safety Data Sheet (MSDS), a form containing data regarding the properties of a particular product or substance, and contains comprehensive information including toxicity and health effects, to assist in switching to less hazardous chemicals
- Use “Green Seal certified” or “Design for the Environment” cleaning materials throughout the property. Green seal is a non-profit organization creating environmental standards for products and materials including cleaning products, paints, and windows. Design for the Environment is a program run by the Environmental Protection Agency to inform substitution to safer chemicals. Cleaning products certified by either of these programs will have labels on their containers stating that they are certified. <http://greenseal.org/findaproduct/index.cfm> <http://www.epa.gov/oppt/dfe>

Other Kitchen Initiatives Sub-Category Point Total:

Section 2: Food Category Point Total:

SECTION 3: WASTE MANAGEMENT

<p>✓ Points are awarded when showing a reduction in waste and an increase in recycled material. Please see calculations. Please attach verification with this application.</p> <p>% Waste Recycled for Year 20____: _____</p> <p>% Waste Recycled for Year 20____: _____</p> <p>_____ Total Waste Generated = _____ Waste Thrown Away (yd³, ton, etc.) + _____ Waste Recycled (yd³, ton, etc.)</p> <p>_____ % Waste Recycled = 100 X _____ Recycled Materials (yd³, ton, etc.) ÷ _____ Total Waste Generated (yd³, ton, etc.)</p>	<p>☐ 5 Points</p>
<p>✓ List materials recycled Visit AA County's Commercial Recycling webpage and EPA's website to find information on how and where to recycle hazardous materials. http://www.aacounty.org/DPW/WasteManagement/commRecycling.cfm Describe recycling procedures. Who performs it and how often:</p> <hr/> <p>List recycling services providers used, and what commodities they are handling</p> <hr/> <hr/>	<p>☐ 5 Points</p>
<p>✓ Dumpster plugs are in place and closed such that no liquids will leak from the container. Trash is stored in such a way that no liquid leaks into the storm drain. Containers are kept closed at all times.</p> <p>★ Note: Annapolis City Code 21.64.300 states: "All trash and refuse shall be stored in self-enclosed trash storage areas. These trash storage areas shall be located either within the establishment or within the structure on which the establishment is located, or shall consist of a properly screened and maintained dumpster on the property on which the establishment is located"</p>	<p>☐ 1 Point</p>
<p>✓ Old or burned out fluorescent lamps (tube style), CFL's (compact fluorescent lamp bulbs), and CRT's (computer monitors and televisions) are stored in a central accumulation area. CFLs and fluorescent tubes are recycled properly. Provide documentation. Incorrect disposal of CFL bulbs and fluorescent tubes can result in mercury being released into the environment. For more information on universal waste, visit http://www.epa.gov/epawaste/hazard/wastetypes/universal/ <i>Note: Points will be awarded with proof of <u>proper disposal</u> of this type of waste.</i></p>	<p>☐ 2 Points</p>

✓ Use janitorial paper products and plastic garbage bags consisting of a minimum for 50% post-consumer content. <i>Note: Annapolis City Code Chapter 2.48.350 states: "All janitorial paper products and plastic garbage bags shall consist of a minimum of fifty percent post-consumer content." Code 2.48.350 is the standard for city-owned assets. Please follow our lead.</i>	<input type="checkbox"/> 5 Points
✓ Provide reusable (washable) dishes and utensils. No disposable serving items are provided for eat-in customers.	<input type="checkbox"/> 2 Points
✓ Provide cloth (reusable) napkins or napkins containing at least 50% post-consumer recycled material. Provide documentation to receive points.	<input type="checkbox"/> 2 Points
Section 3: Waste Management Category point total: _____	

SECTION 4: WATER CONSERVATION

About half of the water used in restaurants is used in the kitchen.

The following water conserving fixtures or retrofits are in place:	
✓ 2.2 gpm faucets and aerators; Faucets can use up to 10gpm when not equipped with efficient water aerators. This cuts water use by 75% and saves money on water and energy bills. (source: www.epa.gov) In the restrooms, low-volume faucet aerators can be installed when the entire faucet does not need replacing.	<input type="checkbox"/> 3 Points
✓ Automatic shut off faucets installed. A faucet (even with effective aerators) can be accidentally left on. This can waste up to 20 gallons of water per day per faucet. Automatic shut-off faucets can prevent accidents like this, and save you money in the process (source: www.wtmua.org , www.dnr.sc.gov)	<input type="checkbox"/> 5 Points
✓ 1.6 gpf or dual-flush toilets; "Replacing a typical 3.5 gallon toilet with a 1.6 gallon model will save a family of four 11,096 gallons per year. That's a 54% reduction in toilet water use." Dual-flush toilets allow for 2 options when flushing: half-tank flushes and the full 1.6 gallon flushes. This can save up to 64% of the water that would have been flushed in single-flush toilets. (sources: www.mwra.state.ma.us , www.epa.gov)	<input type="checkbox"/> 5 Points
✓ Waterless urinals; 80% of the urinals in the US are inefficient and exceed current federal standards of 1 gpf by 0.5 gpf to up to 4.5 gpf. Savings between 2,300 and 4,600 gallons of water per urinal per year assumes urinals are typically used 260 days per year and the average urinal is flushed 18 times a day. (source: www.epa.gov)	<input type="checkbox"/> 5 Points
Make sure to identify and repair all leaks.	

✓ Frozen foods are thawed in the refrigerator rather than with running water. Running a faucet to thaw food wastes approximately 2.2 gallons of water per minute.	<input type="checkbox"/> 2 Points
✓ Adjust irrigation schedules to account for seasonal rain variation. When watering landscape and plants, you keep in mind the time of year and you do not water plants in seasons with adequate rainfall (usually Spring and Autumn).	<input type="checkbox"/> 3 Points
✓ A broom, rather than a hose, is used to clean sidewalks, driveways, loading docks and parking lots. Make sure to pick up the swept-up waste and put it in a trash can, not the gutter. Sweeping the waste into the gutter only adds to the pollution in the Chesapeake Bay. Remember, <i>"Only rain down the drain!"</i>	<input type="checkbox"/> 3 Points
✓ Dishwashers are only used when they are full. You'll pay the same amount to run a half loaded dish rack as a fully loaded one, so make sure you only run fully loaded dish racks through the dish machine. Cutting wash cycles could save you hundreds of dollars annually. (source: www.epa.gov)	<input type="checkbox"/> 2 Points
✓ Utensils and dishes are presoaked in basins of water and not running water. Only environmentally friendly detergents are added to soaking water.	<input type="checkbox"/> 2 Points
Section 4: Water Conservation Category point total: _____	

SECTION 5: Energy

✓ Building insulation has been added in the last year to increase our energy efficiency.	<input type="checkbox"/> 5 Points
<p>For energy-efficient product performance levels recommended by the US Department of Energy, please visit http://www1.eere.energy.gov/femp/technologies/eep_purchasingspecs.html</p> <p>✓ Indoor lighting is energy-efficient (compact fluorescent bulbs, T-8 or T-5 fluorescent, and/or LED). Lighting fixtures that are clearly historic in nature or specialty light fixtures (e.g., display or accent lighting) may be exempt from this requirement if compatible options are not available. Fluorescent lights use up to 75% less energy than incandescent light bulbs, and can last up to 10 times as long. If you replace 20 bulbs with more energy-efficient lights, you can save up to \$600 in the lifetimes of the bulbs. For more information, visit: http://www.energystar.gov/index.cfm?c=cfls.pr_cfls</p> <p>_____ Total Lighting = _____ # Energy Efficient Lighting (EEL) + _____ # Non-EEL</p> <p>_____ % EEL = 100 X _____ # EEL ÷ _____ # Total Lighting (continued on next page)</p>	

<p>76% to 100% of the property (approx # of EEL _____)</p> <p>51% to 75% of property (approx # of EEL _____)</p> <p>25% to 50 % of the property (approx # of EEL _____)</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 5 Points</p> <p><input type="checkbox"/> 3 Point</p>
<p>✓ LED or electroluminescent exit signs.</p> <p style="text-align: center;">approx # _____</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Programmable on/off timers and/or sensors are used for lighting and HVAC in low traffic and low occupancy areas (e.g., back of the restaurant, corridors, meeting rooms, storage rooms, equipment rooms, parking lots) <i>Describe types of timers or sensors used and where:</i></p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Lights in areas not being used are turned off. This is the simplest behavioral change that you and your business can make to your daily energy-saving regimen! Making a difference starts with small changes.</p>	<p><input type="checkbox"/> 2 Point</p>
<p>✓ Natural light substituting for electrical light, or use of the daytime dimming sensor. Using light that is already available during daytime hours reduces energy output from light bulbs, saving you money. For example, if a 100 watt light bulb is not being used during a daytime period from 7am to 7pm (12 hours), you can save up to 45 kilowatt hours(kWh) over a year. If you have 50 light bulbs in your establishment, you can save about \$250 each year with the average energy cost in Maryland being 13 ¢ per kWh. (source: www.eia.doe.gov)</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Computers, cash registers, and other electronic equipment are turned off at the end of the business day or are set to revert to an energy-saving mode.</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Installed high efficiency “Energy Star” appliances. For more information, visit: http://www.energystar.gov/ia/business/small_business/restaurants_guide.pdf</p> <p style="text-align: center;">76%-100% of appliances on property</p> <p style="text-align: center;">50%-75% of appliances on property</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 5 Points</p>
<p>✓ Installed Low E insulating glass windows. The “E” in Low E stands for “emmissivity”. Windows are measured for their R value, or their resistance to heat loss; The higher the R value, the higher the resistance is. Low E insulating glass windows can have over 5 times the resistance to heat loss as the single pane regular glass windows. (source: www.askabuilder.com) For buildings in the Historic District, or on the National Register: Storm windows, approved by the Historic Preservation Commission, have been installed on the building. For more</p>	

<p>information, visit www.energystar.gov</p> <p>76 - 100% of property</p> <p>50 - 75% of property</p>	<p><input type="checkbox"/> 10 Points</p> <p><input type="checkbox"/> 5 Points</p>
<p>✓ Solar panels or wind turbines are used to generate electricity. There are incentives and programs administered by the Maryland Energy Administration that will aid in the implementation of alternative energy initiatives. For more information, visit http://energy.maryland.gov/incentives/business/</p> <p>76%-100% of total electricity</p> <p>26%-75% of total electricity</p> <p>10%-26% of total electricity</p>	<p><input type="checkbox"/> 50 Points</p> <p><input type="checkbox"/> 25 Points</p> <p><input type="checkbox"/> 10 Points</p>
<p>✓ Installed a solar hot water system.</p>	<p><input type="checkbox"/> 50 Points</p>
<p>✓ Installed motion sensor hand dryers or paper towels made with 50% post-consumer fiber.</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Installed high efficiency air conditioning units. SEER of 13 or greater or EER of 11 or greater. SEER (Seasonal Energy Efficiency Ratio) and EER (Energy Efficiency Ratio) ratings reflect energy efficiency overall on a seasonal basis and at times of peak operations, respectively. The higher the SEER and EER ratings, the less energy is needed to put into the air conditioning unit to produce the same output energy as less efficient models. For room AC units, visit http://www.energystar.gov/index.cfm?c=roomac.pr_room_ac. For central AC units, visit http://www.energystar.gov/index.cfm?c=cac.pr_central_ac.</p>	<p><input type="checkbox"/> 10 Points</p>
<p>✓ Use Vending Misers on vending machines. Our Vending Misers have sensors that allow the vending machines to deactivate the machine lights and prevent unnecessary compressor cycling when it senses no traffic in the vicinity of the machine for an extended period of time. A study performed by University of Louisville showed a reduction in energy usage between 23% and 65% when using Vending Misers. Ask your vending provider to install Vending Misers. (source: www.louisville.edu)</p>	<p><input type="checkbox"/> 5 Points</p>
<p>✓ Conducted an energy audit within the past two years? Provide documentation.</p>	<p><input type="checkbox"/> 10 Points</p>
<p>✓ Purchase clean electricity. Get information for incentives and resources through Maryland Energy Administration's webpage at http://energy.maryland.gov/incentives/business/energy/</p> <p>76%-100% of total electricity</p> <p>26%-75% of total electricity</p>	<p><input type="checkbox"/> 30 Points</p> <p><input type="checkbox"/> 20 Points</p> <p><input type="checkbox"/> 10 Points</p>

10%-26% of total electricity	
✓ Purchase carbon off-sets (renewable energy credit, green tags, etc.) Learn more by visiting Stockholm Environment Institute, Carbon Offset Research & Education initiative, at http://www.co2offsetresearch.org/ Quantity _____	<input type="checkbox"/> 5 Points
Our building is LEED certified. Provide documentation. For more information on Leadership in Environmental Energy and Design, please visit www.usgbc.org/leed/ For more information on Annapolis' City requirements on new construction and environmental design, please see City Code Chapter 17.14 <div style="display: flex; justify-content: space-between;"> <div> Platinum Gold Silver Certified </div> <div> <input type="checkbox"/> 50 Points <input type="checkbox"/> 40 Points <input type="checkbox"/> 30 Points <input type="checkbox"/> 20 Points </div> </div>	
Section 5: Energy Category point total: _____	

SECTION 6: LANDSCAPING AND MAINTENANCE

✓ Eliminate harmful or dangerous chemicals in the landscape, and use botanical controls such as organic insecticides, fertilizers and biocides and/or integrated pest management (IPM) techniques to treat fungus and insect problems. Visit the MD Home & Garden Center website for more information http://www.hgic.umd.edu ★ <i>Note: Annapolis City Code 10.34.040 states: "no person shall apply on any lawn fertilizer that is labeled as containing more than zero percent phosphorous or other compound containing phosphorous, such as phosphate."</i> For exemptions, see Annapolis City Code 10.34.050. <i>Describe which brands and products are currently being used.</i> _____ _____	<input type="checkbox"/> 5 Points
✓ Native plants are used in our landscape. Using plants that are naturally found in this area bode well in our climate conditions and require less watering and reduce the need for fertilizers and herbicides. For more information, visit http://www.nps.gov/plants/pubs/Chesapeake/	<input type="checkbox"/> 5 Points
✓ Installed rain barrels and/or rain gardens as stormwater management facilities. Rain barrels trap water and store it for future use. For more information on rain barrels, visit http://www.arlingtonecho.net/Restoration-Projects/Rain-Barrels.html Rain gardens are plots of land that are used to decrease the amount of polluted	<input type="checkbox"/> 10 Points

<p>stormwater going directly into the Bay. They clean the water by absorbing it into the soil and changing the chemistry of the polluted water. For more information on rain gardens, visit http://www.annapolis.gov/info.asp?page=13037</p>	
<p>✓ We use recyclable, low-emitting carpeting or flooring. Low-emitting carpeting or flooring is made from materials that do not release significant pollutants into the indoor environment. They contain low- or no- VOCs. There are a variety of low-emitting, natural materials including jute, hemp, wool, cotton fibers, bamboo, composite wood, and agrifiber. These materials can be made from recycled materials and/or rapidly renewable resources (www.usgbc.org, www.sustainablesandhills.org)</p>	<input type="checkbox"/> 10 Points
<p>✓ We have and use furniture made from recycled materials and/or materials approved by the Forest Stewardship Council (FSC). Points are awarded based on (chairs, tables, booths, cabinetry, bathroom partitions, etc.) and the percent of the furniture and type of furniture that is recycled or made from FSC-approved material. http://www.fscus.org/</p> <p style="text-align: center;">76% - 100% 25%-75%</p>	<input type="checkbox"/> 20 Points <input type="checkbox"/> 10 Points
<p>✓ Purchases of paint products with volatile organic compounds (contribute to ground level ozone); off-gassing potential shall be evaluated and lower VOC products purchased where available. (100% of all paint purchases)</p> <p style="text-align: center;">Use low-VOC paints Use no-VOC paints</p> <p><i>Describe brand of paint and VOC content and percent purchased:</i></p> <hr/>	<input type="checkbox"/> 3 points <input type="checkbox"/> 5 points
<p>✓ Minimize stockpiling and storage of excess paint and paint products, by periodically reviewing excess paint and paint products in storage, reusing or donating usable paint, and recycling/disposing of this material that is outdated, not reusable, or not needed.</p>	<input type="checkbox"/> 3 points
<p style="text-align: right;">Section 6: Landscaping & Maintenance Category point total: _____</p>	

SECTION 7: ENVIRONMENTAL EDUCATION

✓ Provide table signs educating customers about our efforts on water conservation. Provide table signs noting to customers that your establishment will serve water only on request.	<input type="checkbox"/> 5 Points
✓ Maintain environmental information (display, brochure) for customers and staff with current information on what our business is doing to reduce environmental impact. Include tips, and solicit suggestions from customers. Share successes with employees and customers. Describe Display: _____ _____ _____	<input type="checkbox"/> 5 Points
Section 7: Environmental Education Category point total:	_____

SECTION 8: TRANSPORTATION

✓ Purchased hybrid or alternative fuel vehicles for business. Cars that perform well and produce the least air pollution and greenhouse gas emissions can be found by visiting http://www.epa.gov/fueleconomy/basicinformation.htm <p style="text-align: center;">10 points per vehicle. Up to 40 points total.</p>	<input type="checkbox"/> # _____
✓ Incentives are given to employees who carpool. Describe: _____	<input type="checkbox"/> 5 Points
✓ We have a program in place to encourage employees and customers to use alternate transportation such as busses, walking, biking, or to drive alternative fuel vehicles. Describe: _____	<input type="checkbox"/> 5 Points
✓ We have a program in place to encourage customers and employees to park at the Navy-Marine Corps Memorial Stadium parking lot and take the shuttle into town.	<input type="checkbox"/> 5 Points
Section 8: Transportation Category point total:	_____

SECTION 9: MISCELLANEOUS

(points negotiable during verification appointment)

<p>✓ Developed an Employee Health and Wellness Program (e.g. gym membership, lectures, education program, promoting healthy habits)</p> <p>Describe: _____</p>	<input type="checkbox"/> 5 Points
<p>✓ We reduce the light pollution emitted from our establishment by addressing glare, spillover, and sky glow. Reduce glare by positioning adjustable lights downward, reduce spillover by installing fully shielded lights, and reduce sky glow by installing fixtures that have the light bulb tucked into the luminaire housing. Low Pressure Sodium lighting fixtures are the most energy efficient outdoor light source. Ineffective lighting creates nuisances and safety hazards for the community, drivers, and aviators. Taking these actions keeps the light shining only on their intended areas, reducing wasted energy. In addition, wildlife can experience disorientation from excess illumination and are attracted to or repulsed by glare, which affects foraging, reproduction, communication, and other critical behaviors (sources: www.windows.ucar.edu, www.indiana.sierraclub.org, www.alabama.sierraclub.org, Ecological Light Pollution. <i>Front Ecol Environ</i> 2004; 2(4): 191–198)</p>	<input type="checkbox"/> 10 Points
<p>✓ Our business holds environmental certification from some other organization(s).</p> <p>Describe: _____</p> <p>_____</p>	<input type="checkbox"/> Up to 5 Points
<p>✓ We are a member of Buy Local Annapolis. Buy Local is a campaign of the Annapolis Sustainable Business Alliance designed to educate Annapolis area residents to “Think Local” when they are considering where to make purchases and to “Buy Local” whenever possible. For more information, please visit www.annapolisfirst.org</p>	<input type="checkbox"/> 5 Points
<p>✓ Other activities to reduce environmental impact:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Points negotiable
Section 9: Other Initiatives Category point total:	_____

Section 1. Administrative Category point total	_____
Section 2. Kitchen Category point total	_____
Section 3. Waste Management Category point total	_____
Section 4. Water Conservation Category point total	_____
Section 5. Energy Category point total	_____
Section 6. Landscaping & Maintenance Category point total	_____
Section 7. Environmental Education Category point total	_____
Section 8. Transportation Category point total	_____
Section 9. Miscellaneous Category point total	_____

✓ **Other activities to reduce environmental impact: *(Points negotiable up to 10 points)***
If you have an idea about something to be included in our next edition, please email us at SustainableAnnapolis@Annapolis.gov. We will consider all suggestions although we will not promise that they will be included.

Add up ALL points, and enter the total.....
